



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE CENTER AND FORT HUACHUCA
FORT HUACHUCA, ARIZONA 85613-6000

ATZS-CG

14 February 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY 113 -- Fundraisers

1. Fundraisers are often essential to the success of private organizations and informal funds operating on this installation. In order to establish uniformity in the processing of fundraisers, and to ensure regulatory compliance in the conduct of approved fundraisers, all fundraisers will adhere to the following rules.

a. Only those private organizations and informal funds that are properly established according to AR 210-22 may conduct fundraisers on the installation.

b. All fundraisers must be approved in advance. Submit all requests to conduct fundraisers to the installation's Private Organizations Coordinator, ATZS-MWS-O, at least 20 working days prior to the intended starting date of the fundraiser. All fundraisers will include the following information.

(1) Name of the private organization or informal fund, e.g., Friends of the Infantryman Association, 44th Armor Battalion Family Support Group Fund; D Company Organization Day Picnic Fund, etc.

(2) Description of the fundraiser, to include date, time, and location, e.g., bake sale on 10 Apr 02 in Greely Hall foyer; car wash on 15 March in Cochise Theatre parking lot; etc.

Note: Raffle requests must include information regarding prizes and maximum number of tickets sold.

(3) Requests for sports-related fundraisers must include a copy of the proposed release and hold harmless agreement to be signed by each player, coach, and other active participants. A sample of a legally binding release and hold harmless agreement can be obtained from the Private Organization Coordinator. Depending on the type of sport involved, proof of liability insurance may also be required.

2. All fundraiser-related activities to include planning, publicizing, and conducting the fundraiser, must be done by volunteers on their personal time, e.g. lunchtime, pass, leave, or before or after duty hours, and must be done in public or common areas, e.g. public entrances

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or foyers of buildings, or similar locations. Soldiers will not engage in fundraiser activities while in uniform. Fundraiser activities will not take place in government offices or work areas. No one will be pressured or coerced into “volunteering” to participate in fundraiser activities. Soldiers or civilian employees who volunteer to participate in fundraisers will not knowingly solicit to anyone junior in rank, grade, position, or anyone who makes less pay, to contribute to the fundraiser. Commanders, leaders, and supervisors may not use their official position to endorse or give the appearance that they are endorsing a private organization sponsored fundraiser.

3. These rules apply to all fundraising on this installation by private organizations and informal funds, including family support group funds. When reviewing these rules, remember that the purpose is not to hinder fundraising but to ensure there is a clear line of demarcation between official and unofficial activity. Remember also that these rules do not apply to the Combined Federal Campaign (CFC) and the Army Emergency Relief (AER) Campaign. The CFC and AER fundraising campaigns are official activities governed by other rules.

4. This policy is effective immediately.

///original signed///

JAMES A. MARKS

Brigadier General, USA

Commanding

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